NEW COURSES PROPOSED FOR FY 1986

LANGUAGE TRAINING DIVISION (LTD)

- o   Survival Turkish

- o   Survival German

- o   Survival Italian

- o   Survival Russian (depending on staffing)

MANAGEMENT AND ADMINISTRATIVE DIVISION (MATD)

- o   None

INFORMATION SYSTEMS TRAINING DIVISION (ISTD)

- o   None

CAREER TRAINEE DIVISION (CTD)

- o   None

WASHINGTON OPERATIONS TRAINING STAFF (WOTS)

- o   Operations Course Accelerated

INTELLIGENCE TRAINING (IT)

Executive Development Staff (EDS)

- o   Leadership Forum

- o   Program/Project Management

- o   Panel Discussions by Scholars in Residence

- o   Discussion with Author on National Security Issues

- o   Power Management Seminar

- o   Making Professional Presentations

- o   Technology Leakage

- o   Covert Action

NEW COURSES PROPOSED FOR FY 1986

INTELLIGENCE TRAINING DIVISION (IT) (Continued)

Analysts Training Branch (ATB)

o   Advanced Intelligence Support Course. Conducted for
DI Intelligence Assistants with three or more years of
experience. Research, design and development phases have been
completed. The pilot running is scheduled for early December
1985.

o   Seminar for Senior DI Branch Chiefs. Conducted for DI
branch chiefs with one to five years experience as a first line
supervisor.

Topical Issues Branch (TIB)

o   Technology Transfer Course. This course would be
directed by [   ] and would cost an estimated $8,000 per   STAT
running.

o   English language version of Soviet Realities. This
course would be a part of the Soviet Affairs package and, if
conducted by [   ] and his colleagues would cost an   STAT
estimated $22,250 per running.

o   Economic Training. The economic training package is
under review at this time and may result in one or more courses
to be run by a rotatee from the DI.

o   Selected area-oriented courses resulting from Judy
[   ] ongoing survey. We will identify one or more courses   STAT
to be run starting in FY 86.

o   Africa Survey Course. This course results from the
DS&T survey and will run in FY 86. It will be conducted by
[   ]   STAT

o   Middle East Survey Course. This course results from
the DS&T survey and is scheduled to run in FY 86. We have not
yet identified people to conduct it.

o   Advanced Military Analysis Course. This course is
being researched and will be run by [   ] and his   STAT
colleagues.

o   Military Analysis for Liaison Training. This course
will be developed for use in the liaison training package.
[   ] and his colleagues will develop it.   STAT

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NEW COURSES PROPOSED FOR FY 1986

o   Contract Process Course. This course was identified in the DS&T needs survey as a priority effort. The DS&T has provided a contractor to develop the course. We are having difficulty in getting a DS&T experienced course director who has contract experience. The course is tentatively scheduled for a 2-13 December 1985 running.

o   Program Management and Budget. This course was identified in the DS&T needs survey as a priority effort. We are waiting for the promised GS-14 rotatee from the DS&T to conduct this course.

o   S&T Analysis. This course was identified in the DS&T needs survey.. We have not identified people to develop and run the course and may need to drop it from our plan.

o   Managing the New DS&T Employee. This course was identified in the DS&T needs survey. We have not identified people to develop and run the course and may need to drop it from our plan or transfer it to MATD.

o   Executive Development in the DS&T. This course was identified in the DS&T needs survey. We have not identified people to develop and run the course and may need to drop it from our plan or transfer it elsewhere.

Professional Development Branch (PDB)

o   AIAPS (Agency Issues: Applied Problem Solving). In response to need originally raised by DS&T STO [   ] PDB   STAT
plans to explore market demand for an organizationally focused course that would meet needs of:
  a.   those who will not have the opportunity to attend MCC.
  b.   those senior grade EOD's the DS&T brings on board for whom ITCIA is too elementary and MCC too advanced
  c.   those individuals transitioning from narrow areas of responsibility to those requiring greater knowledge of, and ability to work across organizational boundaries.

Basic interviews will be conducted in September and October and a firmer recommendation for the Curriculum Committee will be possible once this initial spade work is accomplished.

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NEW COURSES PROPOSED FOR FY 1986

o   A heads-up on the Agency for the vast, untrained group of
wage grade employees in Logs as well as for those technical
types returning to DC after tours abroad. Would like for these
programs to be component based, conducted in cooperation with
PDB so that we might avoid the earlier problems of a "CIA Today
and Tomorrow". Again, we have not begun the initial surveys or
interviews on this possibility.

o   As an outgrowth of recommendations from a number of
Midcareer students, we would like to look into the feasibility
of designing a short career planning seminar which would look
at the generic kinds of organizational information, personal
information, and planning skills needed to most effectively
utilize the available Agency mechanisms for career planning and
management. Substantively such a course would include personal
career assessment (NOT general personality instruments) an
overview of internal and external training opportunities,
coverage of the peculiarities of the various career management
systems in the Agency, and some study of the culture and norms
involved in a long term career in CIA. If the Curriculum
Committee approves exploring this concept we would like to do
so both through our student population, as well as through the
Directorate training officers, career planning staffs, and
senior management.

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S E C R E T

16 September 1985

MEMORANDUM FOR: [   ] Assistant Director for Curriculum   25X1
                Members of OTE Curriculum Committee

FROM: [   ]   25X1
                Chief, Media Production Branch

SUBJECT: 1986 Video Production Needs Assessment

1. The following programs have been suggested and prioritized
by OTE components as a result of the 1986 Video Needs Assessment:

[   ]   25X1

LS   - "SURS" Videodisc project.

ISTD - "Intermediate AIM"
        "SAFE"
        "Introduction to ADP and VM in CIA/Components"
        "GIMS Menu"
        "GIMS (Basic Query Language)"
        "WANG-WANG, or WANG-VM Overview and Connection (TELECOMM)"
        "Introduction to PC-Mainframe Link"
        "Fundamentals of VM"
        "Intermediate VM"
        "NBI Overview" for Learning Center
        "PRIM"
        "Advance GIMS Query Language"
        Presentations by "DESIST" speaker
        "WANG Security Overview"

MATD - "Just Plain English"

[   ]   25X1

IT   - "Insurgency"
        "Harvard Problem"

S E C R E T

S E C R E T

SUBJECT: 1986 Video Production Needs Assessment   page 2

IT - continued

        "Overview of Military Analysis in CIA"
        "Soviet Area Studies"
        "Falkland Island Warning Exercise"
        "Processing for Overseas"
        "Support Exercises for DS&T, ITICIA, and AIAPS"
        "Chamber of Commerce Building Briefing"
        "Life, After the Communist Take-Over"
        "DS&T Overview"

WOTS - "Personnel Security"

     2.   The OTE Curriculum Committee is now being asked to compile
a production priority listing for the Media Production Branch from
the above cited requirements.

     3.   Programs remaining in the 1985 MPB production listings are:

"Excellence" - Final production is scheduled for October 3;

"EXITO Project" - Shootings are in progress and new contract will
        soon be negotiated;

"DORIC" - Final editing scheduled for 20 September;

"ISTD SERIES" - Final shooting and editing for "Host Based Word
        Processor is scheduled for the last week of September. Final
        editing for "SCRIPT" is scheduled for the second week of
        October;

"OGC SERIES" - Three scripts are planned for completion by the end
        of December;

"Arrest and Interrogation" - Production is tentatively planned for
        the early part of November;

"Archives and Records Center" - Production is scheduled for the end
        of September; and

"Just Plain English" - Final editing is tentatively scheduled for
        the second week of November.

25X1

S E C R E T

18 September 1985

MEMORANDUM FOR: OTE Curriculum Committee

FROM: C/CBTG/OTE

SUBJECT: CBT Development Priorities for FY86

1. The two attached lists, 1) CBT Courses for OTE Authoring, and 2) ISTD Priorities for CBT in FY86, are proposed to guide OTE's CBT activities over the next year. As noted in my memorandum of 25 July, it appears reasonable to group CBT into two parts, ISTD and the rest of the Office, for several reasons, not the least of which is that ISTD has a separate budget initiative in the area of CBT for FY86. There is some overlap of interest between the two lists, e.g. SAFE transition training is of interest to both ISTD and IT, and CBTG will no doubt be involved in both writing CBT and/or COTR function for some of the ISTD projects listed. ISTD would prefer to retain authority to determine how their funds should best be spent to meet their requirements. If this position is adopted by OTE management, the prioritizing exercise at issue here is limited to the list of projects on the "CBT Courses for OTE Authoring" list.

2. As noted on the attached list, virtually all of this CBT will be done for delivery on microcomputers. We will hopefully know by the end of December 1985 what the Agency standard micro will be; a substantial amount of money will need to be spent for an initial CBT lab installation by the end of FY86. These machines would be intended for use by all OTE divisions, and would essentially comprise a learning center located here at OTE where students would go individually or in groups to study. Such a facility would of course have space and manpower implications, and, if successful, we would no doubt soon want to install a similar facility at Headquarters and perhaps other buildings.

3. Not reflected on the CBT development list is the generic courseware of interest to CTB/MAT and PDB/IT (for writing and English language arts), for LT, and possibly for other units I don't know about yet. Clearly, we need to set aside a number of dollars for courseware to be used in the computer lab/learning center, and to budget time for instructors, as CTB has done, to study this generic material, test it with our students on a trial basis, and recommend implementation, adaptation, or future in-house development.

SUBJECT: CBT Development Priorities for FY86

4. I have put the projects in a tentative priority
order, but do not feel confident of the rankings beyond number
three because detailed course specifications have not been done
yet, including the number of students that would be affected
and the importance of the training relative to other training
that OTE does. The views of the Curriculum Committee with
respect to the latter question may resolve the matter before we
get to the course specification stage.

5. The budget figures on the attached list are all
approximate, and some differ from those on the last prioritized
list. We will know much more about costing interactive video
by December and will have been able to define the other courses
in greater detail.

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CBT COURSES FOR OTE AUTHORING IN FY86

STAT

2. SAFE UPGRADE. For use in training of DI analysts using SAFE; of interest to IT and ISTD. Has possibility of answering an urgent "surge" training requirement from 1500 analysts currently using SAFE 1 who will need to know how to use SAFE 2. CLASS: unknown, might require using classified example material. SYNOPSIS: Preliminary design analysis has not been done for this course. Course would no doubt make extensive use of simulated SAFE activity. Could be written by CBTG or contracted out to a vendor with clearances. VM-delivered. BUDGET: under $100,000.

3. SURVIVAL SPANISH. For use in Spanish language training at CoC and Headquarters. CLASS: unclassified. SYNOPSIS: Complete the remaining seven units of the ten-unit course. Design work to be done by Language School personnel; coding and graphics by outside contractor; video production by MPB. Three almost-completed units are currently implemented on TICCIT, with videodisc and random access audio. BUDGET: $150,000

4. WRITING FOR THE DI. Introductory training for DI analysts. CLASS: probably secret, because of classification of example material. SYNOPSIS: Would likely adapt the recently completed video and printed material to an interactive mode. Since a preliminary design study has not yet been done, it is unclear what this course would look like in detail. Micro-based, perhaps with interactive video. BUDGET: $200,000

5. OPERATIONAL RECORDS (OR-1). Introduction to DO's record-keeping system. Of interest to CTD and IT; could be used in initial training as well as refresher training upon return from overseas. CLASS: SECRET. SYNOPSIS: Preliminary design study partially complete. From our fairly extensive conversations with _____ it is clear that a CBT package would be very effective here. Strong support exists in IMS _____ for this curriculum project. Not yet clear whether interactive video would be needed, but a micro delivery system would be needed for color and graphics, which would be essential to the course. BUDGET: $100,000 (color graphics only)

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6. INTRODUCTION TO THE CIA. For use with new employees in all appropriate courses, AOOP, ITCIA, etc. Also, could be used stand-alone for employees who had to delay attendance at an introductory course. CLASS: SECRET. SYNOPSIS: Interactive video course that would introduce the student to the structure and function of the Agency. Includes testing function; student must show knowledge required before exiting course. Interactive video, micro-based. BUDGET: $150,000.

7. FINANCIAL SYSTEMS/FIELD ADMINISTRATION/CLASS B AUDIT RECORDS Of interest to MATD for training of Logistics, Finance, and other personnel with administrative and financial requirements. Preliminary discussions only have taken place recently; we have not identified exactly which portion of these courses might most profitably be put onto CBT. It is clear, however, that there is considerable potential. Either micro or VM-based, or both, perhaps on a different machine altogether for field administration training. BUDGET: unknown.

15 August 1985

Memorandum for: [ ]   STAT
                Chief, Computer Based Training Group

Thru: [ ]   STAT
                Assistant Director of Training for Curriculum

From: [ ]   STAT
                Chief, Information Systems Training Division

Subject: ISTD Priorities for CBT in FY86

Reference: 25 July '85 memo

1. CBT has been an active topic in OTE for approximately two years. We have come a long way and the CBTG, particularly, has begun to identify ways in which CBT will serve OTE well in the years ahead. It is time, however, to get something on the street, so to speak, so that is ISTD's top priority in FY86.

2. With this overall objective in mind our requirements fall into three categories based on estimated time for implementation. Items listed in each category are in priority order:

CATEGORY I (1-3 months)

This category consists of courseware available on the commercial market which can be purchased and delivered, without modification, using IBM 3270 PC's

a. Commercial CBT courseware which can be used to replace our existing 3-day classroom course, Introduction to ADP. Our survey of last September showed that adequate material existed then and is probably improved now. The courseware would be made available in the Headquarters Learning Center and delivered on the two IBM 3270 PC's which should be available by 1 Oct '85. Recent successes using the 3270 simulator may make it feasible to deliver it on Delta Data terminals as well. The type of material covered in such courseware, as well as in our current classroom

Subject: ISTD Priorities for CBT in FY 86

course, is general background understanding of
computers. It is nice-to-have but not essential to
any of our other courses. Therefore, we do not plan
to teach the classroom course in FY86. The CBT
material would be a nice self-study option, however.

b. CBT Courseware for appropriate commercial
software packages for PC's. Recommended for purchase
are the CBT packages, if available, for:

    Lotus 1-2-3 Version 1A

    Goldengate

    KEDIT Version 3.5

    dBaseIII Version 1.1

    Microsoft's CHART Version 1.01

    DD5260 Version 3.00

    KERMIT Version 2.26

Several sets will be needed, two for the PC's in the
Learning Center and several for use by instructors in
OTE.

CATEGORY II (3-6 months)

This category consists of courseware which is
available on the commercial market but which may need
some minor modification or improvement to make it
acceptable.

    a. NOMAD2

    b. SAS

    c. Writing JCL

    d. Programming Language I (PLI)

    e. RAMIS

Subject: ISTD Priorities for CBT in FY 86

CATEGORY III (6 + months)

This category consists of courseware unique to CIA which, therefore, must be written by OTE staffers or by contractors under OTE guidance. It includes the capability to consider CBT as a viable part of the development of training packages for future information systems.

      a.   Introduction to AIM (ASAP)

      b.   All or part of the existing Fundamentals of VM (FVM) course.

      c.   Modules of the SAFE training program (to supplement CBT courseware developed by the training contractor).

      d.   All or part of the existing Host-Based Word Processing (HBWP) course.

      e.   All or part of the revised GIMS course.

      f.   Future systems whose specific training requirements are yet to be determined such as:

            1)   LIMS

            2)   BARS

            3)   IDMS/R

STAT

    3.   Because of the time difference of the three categories, it was difficult to place all of the above requirements on one priority list. In effect, our needs are such that some work should go on in all three categories simultaneously. The CBTG and ISTD need to continue to work together closely on all of these items